



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PRINCIPAL AIRPORT MANAGER

Class No. 005499

■ CLASSIFICATION PURPOSE

To manage, plan, coordinate, and evaluate the administrative and operational activities of the county's airports; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Principal Airport Manager is a management class under the general direction of a LUEG Program Manager. Positions in this class are responsible for assisting with the management, operation, maintenance and development of the county's airports, airparks and airstrips through subordinate Airport Managers. Principal Airport Manager is distinguished from the next lower class, Assistant Airport Manager, in that the latter is responsible for assisting in the day-to-day operation of a specific airport. Principal Airport Manager is distinguished from the next higher class, LUEG Program Manager, in that the latter is responsible for the administration, operation and development of the entire county airport system

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Informs upper management of problems and suggests corrections, improvements or preventive strategies.
2. Works cooperatively with the Federal Aviation Administration (FAA) and ensures that the county's airport system operates in compliance with FAA regulations.
3. Plans, organizes and directs the development of airport master plans for the county's eight airports.
4. Helps formulate and implement airport policy, development plans and standards.
5. Obtains or modifies major use permits as needed.
6. Negotiates and prepares permits for special activities held on county airport property.
7. Assists in the review and analysis of policies, procedures, legislation and ordinances.
8. Assists in formulating fiscal short and long-term plans.
9. Assists in budget preparation and administration.
10. Directs grant application preparation and administration.
11. Monitors grant related expenses.
12. Coordinates zoning and land use development of county airport property with appropriate jurisdictions.
13. Acts as liaison and provides coordination with Federal, State and local aviation agencies on aviation and airport matters.
14. Represents the department at public hearings.
15. Serves on technical and management committees.
16. Prepares technical correspondence, board letters, special reports and correspondence on airport and aviation matters.

17. Performs special projects and conducts special studies that include needs assessments, survey analyses and development of program standards.
18. Coordinates airport matters with other county departments, local cities, Chambers of Commerce, special interest citizen groups, and local military units.
19. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
20. Provides information to the news media on both routine and controversial airport matters.
21. **Investigates and responds to service complaints, referrals from CAO, and board office inquiries.**
22. **Acts in the place of the LUEG Program Manager in their absence.**

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Airport management, operation, and maintenance methods and procedures.
- Personnel management and supervision techniques.
- Budget and grant preparation and administration.
- Rules and regulations relating to air traffic control, and aircraft operation.
- Airport design and planning.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Analyze, recommend, and develop, policy and procedures to efficiently operate and maintain the county's airport system.
- Analyze legislation, laws, and ordinances affecting airport operations.
- Develop and administer budgets and grants.
- Prepare complex reports and correspondence.
- Coordinate airport land use planning activities.
- Direct the operations and maintenance of an airport.
- Manage multiple airport functions/sites and supervise subordinate personnel.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: three (3) years of progressively responsible airport management experience which has included the responsibility for the operation and maintenance of airport facilities.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: upward and downward movement of the neck. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

May be in areas of loud noise, or windy conditions.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: November 8, 1979

Retitled: May 2, 2003 (From: Principal Airport Specialist)

Revised: December 15, 2003

Revised: April 22, 2004

Principal Airport Manager (Class No. 005499)

Union Code: MA

Variable Entry: Y